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Job details

Job 1 of 1

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Interested applicants should submit their résumé and last two performance evaluations by Thursday, May 31, 2012 to:

Melissa Menon

Office of the Medical Director

550 South Vermont Avenue, 10 th Floor, Los Angeles, CA 90020

Email directly to: mmenon@dmh.lacounty.gov

Phone: (213) 381-8545; Fax: (213) 738-4646

Requirements Interested individuals who currently hold the payroll title of Secretary III are encouraged to apply.**Desirable Qualifications**

- Strong oral and written communication skills.
- Ability to prioritize and multi-task.
- Excellent self-starter with strong follow-through and organizational skills.
- Responsiveness, flexibility, and ability to work within short and sometimes unanticipated deadlines.
- Strong interpersonal skills; ability to work independently and as a member of an interdisciplinary team.
- Ability to effectively interact with all levels of staff within the Department of Mental Health, other County departments, agencies, and the public.
- Proficient in Microsoft Word, Excel, Access, PowerPoint, and Visio.

Duties

- Makes appointments and arranges meetings and conferences for the District Chief.
- Maintains office files and records, including those of a confidential nature.
- Prepares letters, memoranda, inter-office notices, and bulletins, with or without dictation.
- Prepares drafts and finalizes correspondence, documents, spreadsheets, forms, etc., and ensures that all materials being submitted for signature/approval have been proofed and are grammatically correct and that relevant information, attachments, clearances, signatures, etc. are included.
- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and prepares

reports for District Chief's approval upon request.

- Tracks staff assignments and monitors completion dates and compliance with deadlines.
- Assists with credentialing application packets, receiving, reviewing, and processing them and entering data on ongoing basis.
- Acts as intermediary between the District Chief and other OMD staff, Programs, Bureaus, and Divisions, transmitting both verbal and written communication as required.
- Takes care of day-to-day inquiries, problems, and operating details for the District Chief.
- Provides secretarial back-up for the Medical Director's Secretary, whenever needed.

**Vacancy
Information**

The Office of the Medical Director (OMD) is recruiting a qualified individual to fill the vacant position of Secretary III, providing full-time secretarial support to the District Chief, Credentialing Unit, and Centralized OMD Administrative Unit.

Available Shift

Day

Contact Name

Melissa Menon

Contact Phone

(213) 381-8545

Contact Email

mmenon@dmh.lacounty.gov

Job Field

Secretarial

Job Type

Administrative Support

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